

Submitted: 6/18/2012
Jurisdiction: Washington County
Agency: Circuit Court
Division:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 224
MSA ID: SE55-2404
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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	MW506 Income Tax Withholding forms	2330	II - 5	1/1/2000 - 06/30/2008	1 cu ft.	05/30/2012	Shred, then recycle
2	Purchase Orders (Locally issued)	2330	II - 5m	07/01/2004 - 06/30/2008	0.5 cu ft.	05/30/2012	Shred, then recycle

Destruction Approved by Maryland State Archives

3/23/2012



Date

State Archivist

Destruction Certification

Dennis Weaver

Clerk of the Circuit Court

6/18/2012

Signature

Title

Date



DATA IMAGE RECORDS DESTRUCTION SERVICE

CERTIFICATE OF DESTRUCTION

To: Washington County Courthouse
c/o Dennis Weaver
P.O. Box 229
Hagerstown, MD 21740

CERTIFICATION

We certify that the records received from the Washington County Clerk of Circuit Court in Hagerstown, MD that weighed 1442 lbs. have been shredded and recycled. The documents have been handled and destroyed in a confidential manner by The Data IMAGE Group.

50 Boxes of Miscellaneous Files

Certified by



President

Date: 05/30/2012

Record management made easy - since 1980